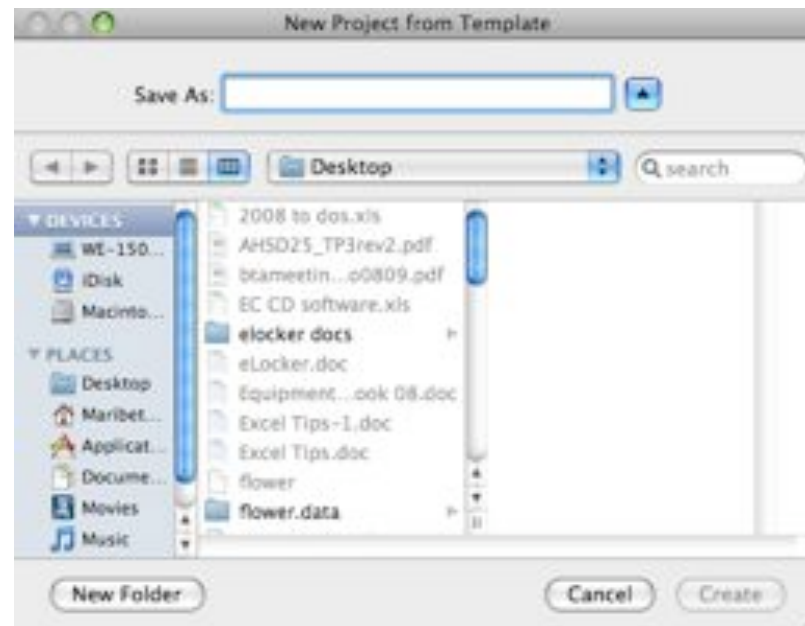


Podcasting in GarageBand '09

Open GarageBand - double click on the Podcast icon
Title your project and choose where you want to save it. Click Create.



Your project will open with 4 tracks. You can choose to use all these or select the ones you will not use and delete them. To delete a track, click on the track you want to remove, go to **Track** in the top menu and select **Delete Track**. It is recommended that you record your vocals first, then put your music, jingles, sounds, and/or art work around your vocals.

Adding Vocals

Double click on the vocal track you will be using. The Track Info pane opens on the right, this shows the track settings. An external microphone can be used or you can use the computer's built in microphone. In the Track Info pane you can select effects for your voice. From the Input Source pop-up menu select the microphone you will be using for your recording. From the Monitor pop-up you can choose to have the monitor Off, On, or On with Feedback Protection. If you choose to have it On you will hear the sound from the microphone, On with Feedback Protection will hear the sound but no feedback. Before you start to record go to Control in the top menu bar and remove the check in front of Metronome.



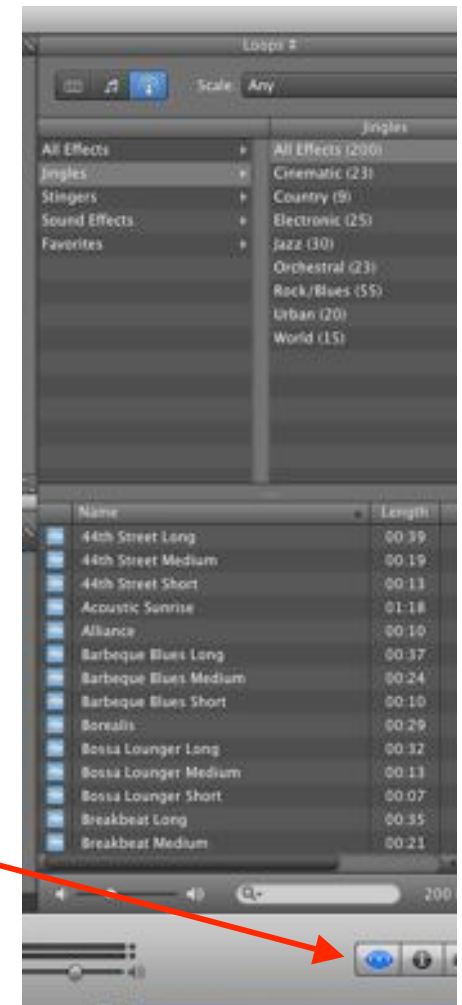
Begin recording by clicking on the record button (A). Click on the play button to stop recording (B) or press the space bar. As you record you will see voice levels in your track and in the Editor. If you are not satisfied with the recording click on it in your vocal track and press the Delete key on your keyboard. Place the playhead where you want to start and record again.



Adding Jingles

To show the Loop Browser, click on the Loop Browser icon (A), it looks like an eyeball. Select Jingles under Loops. All the jingles can be reviewed or you can select a category to choose from. You can listen to the jingles by clicking on the name of the jingle. Click again to stop.

A




Length tells you the time of the jingle. You can also mark a jingle as a favorite by clicking in the box next to the jingle under favorites. When you have decided on a jingle loop, click on it and drag it to the Jingles Track. You can also add Stingers and Sound Effects to this Track.

	Length	Tempo	Key	Fav	
g	00:39	-	-	<input type="checkbox"/>	
ium	00:19	-	-	<input type="checkbox"/>	
t	00:13	-	-	<input type="checkbox"/>	

Editing Loops


To Delete a Loop click on the loop and press the Delete key on your keyboard.

To resize a loop, drag either the bottom left or right edge of the loop in Podcast Track. When you drag your cursor over the track it will change to  now you can click and resize.

To Extend a Loop or get it to repeat drag you mouse over the top end of the loop until your cursor turns into a circle with an arrow. Drag the edge as far as you want the loop to repeat. There will be notches at the top and bottom of the loop. These show the beginning and end of each complete repetition.



Adding More Sound Effects

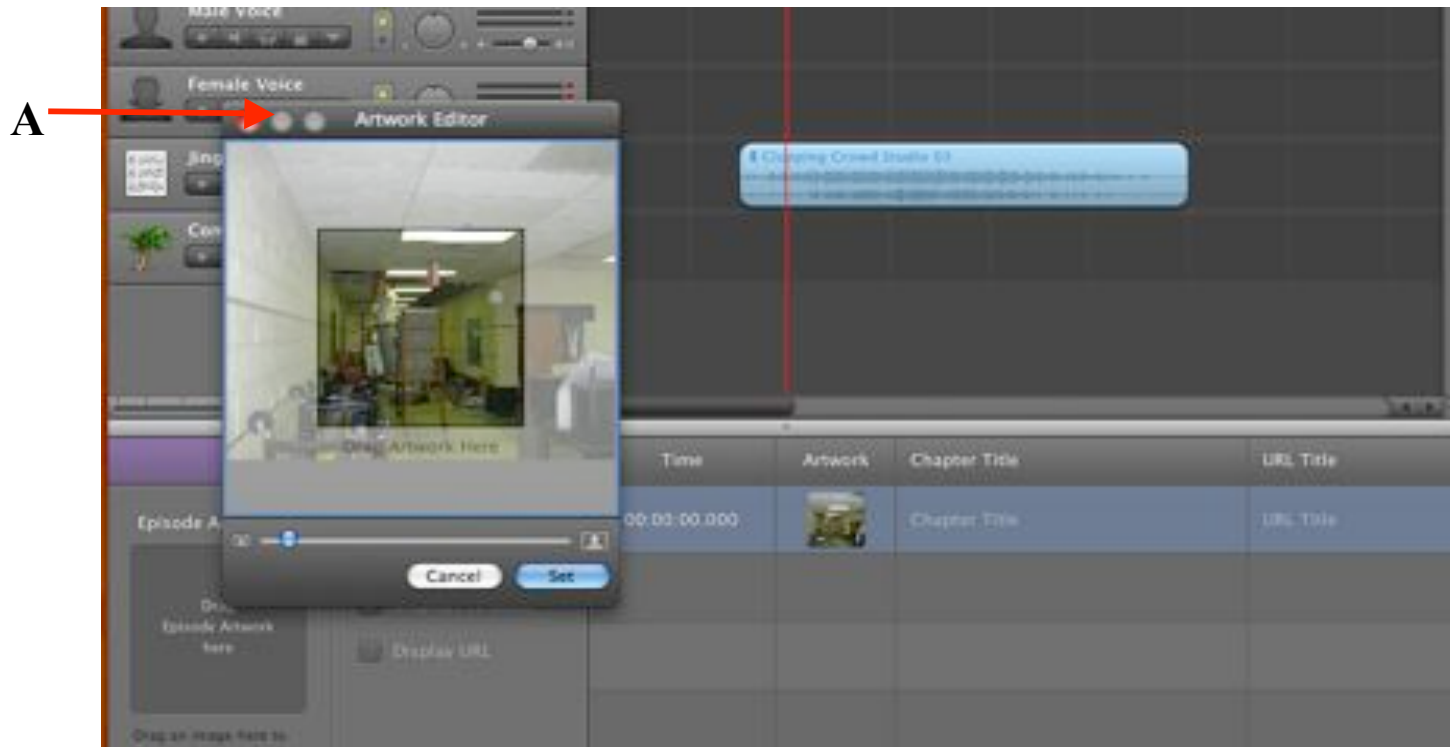
You can add more sound effects by adding a New Track and choosing Software Track. These new sounds include Applause and Laughter, Comedy Noises, Nature Sounds and Radio Sounds. Click on the new Software Track, click on the  to open Track Info, select Sound Effects to see these choices. Next go to **Window** in the top menu and select either Keyboard or Musical Typing, Musical Typing is selected below. Make sure your range is in the middle. You can either play the sound by clicking on the key or pressing the corresponding key on your computer keyboard. After you have selected the sound, you need to record it into the track. Click on the record button then hold down the key or sound for as long as you want it to play. Each sound needs its own track.



Adding Artwork

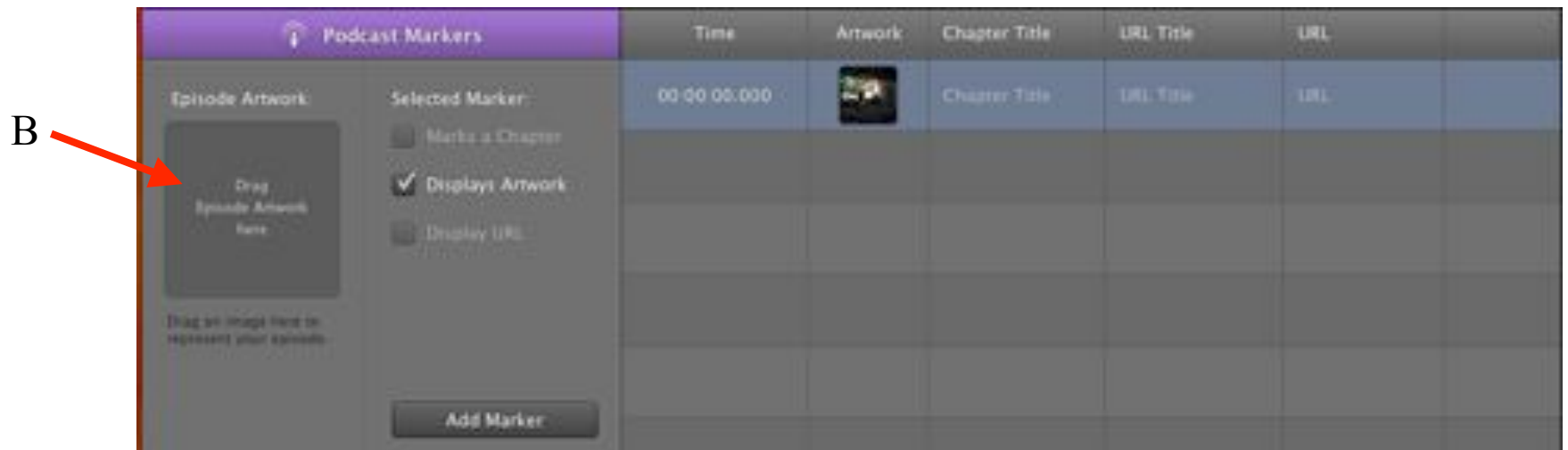
Select the Podcast Track. If your Podcast Track is not showing, go to **Track** in the top menu and select Show Podcast Track. This track is where you add clipart, artwork, photos, etc. to your podcast. You can add artwork by dragging it to the track from a file, a folder, your desktop or clipart from the web. You can also drag it to the Artwork column in the Editor. You can add photos from your iPhoto library, which will show in the Media Browser. If your Media Browser and/or Editor is not showing either go to **Control** in the top menu and select Show Media Browser and/or Show Editor or click on the Media Browser icon (A) and/or Editor icon (B).





When you drag your artwork to the Podcast Track a region is created and you will see your artwork in the Editor as well as in your track. If you double click on your artwork the Artwork Editor (A) will open and you can drag the resize slider to size the artwork area. The black square shows what part of the artwork will be displayed when you play the podcast. When you are finished click “Set.”

Episode artwork appears when you play the podcast episode in iTunes and when you work with it in iWeb. When you play the podcast episode, the episode artwork is visible whenever there is no artwork for the current marker region. Episode artwork is added in the Track Editor (B). Episode artwork is dragged in like the other artwork. To delete Episode artwork, drag it out of the box.



A URL can be added in a region. Click on URL Title to name your URL then type the URL address in URL.

Adding Music

You can add your own music to your podcast by creating Software Tracks. Go to Tracks in the top menu and select New Track or click on the + (A). Select Software Instrument and click Create. If the software instruments are not showing in the Loops Browser, click on the musical notes view icon (B). Review the Musical Loops like you did with the Jingles. Select your loop or loops then drag it to your software track.



Extras

Ducking - Lowering the volume of some tracks to make others easier to hear is called “ducking.” Ducking is activated when you open your podcast. To turn it On or OFF, go to **Control** in the top menu and select or deselect Ducking. An up and down arrow (A) will appear in the Tracks next to the volume control. Click the arrow pointing up on each track you want to make a lead track. The arrow will turn yellow. Click the arrow pointing down on each track you want to make a backing track. The arrow will turn blue.



Time – If you want to check the length of your podcast, move the playhead to the end of the last track. The length of your podcast will show to the fraction of a second.



Time (cont.) - If you click on the clock in the time display you can choose other LCD options.



Delete and Move – Delete and Move is found under **Edit**. When you delete a region, GarageBand can automatically “shuffle” the following regions to the left to fill in the time of the deleted region. Select the region you want to delete and go to Edit to Delete and Move or press Control-Delete. Any regions in the same track are shuffled to the left by the length of the deleted region. This can be useful if you want to remove a sentence of narration, or and accidentally recorded noise, your sound will remain continuous.

Metronome – Metronome is found under **Control**. GarageBand includes a metronome, which plays a steady beat at the projects tempo to help you record in time. You can turn the metronome On or Off by going to Control in the top menu and select or deselect Metronome. To set it to play a one-measure count-in before recording starts, choose Control and select Count in. The metronome is set to play during recording.

Loops – There are two types of Loops:

Real Instrument Loops



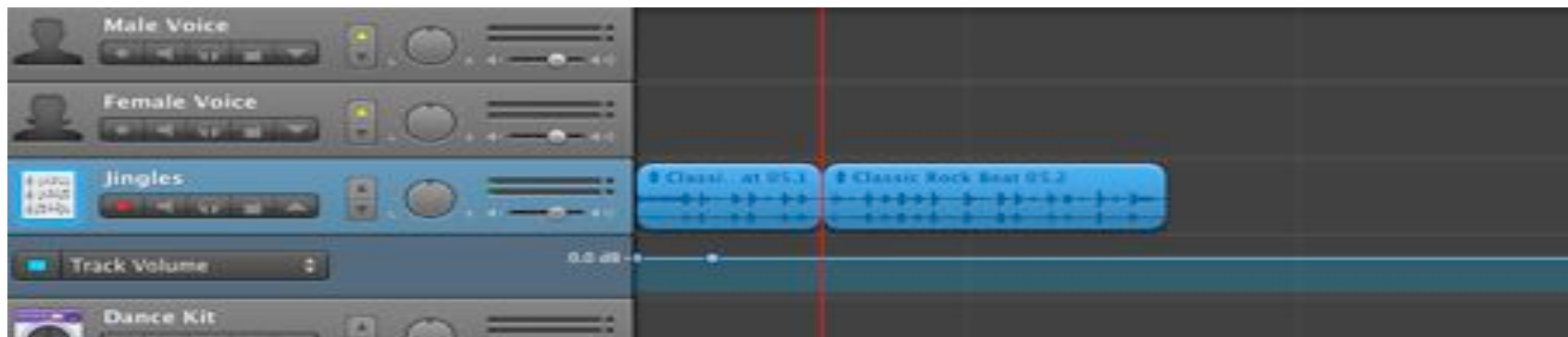
There is a blue icon in front of Real Instrument Loops. These Loops can be added to Real Instrument Tracks, which are blue when they are selected.

Software Instrument Loops



There is a green icon in front of Software Instrument Loops. These Loops can be added to Real Instrument Tracks and Software Instrument Tracks

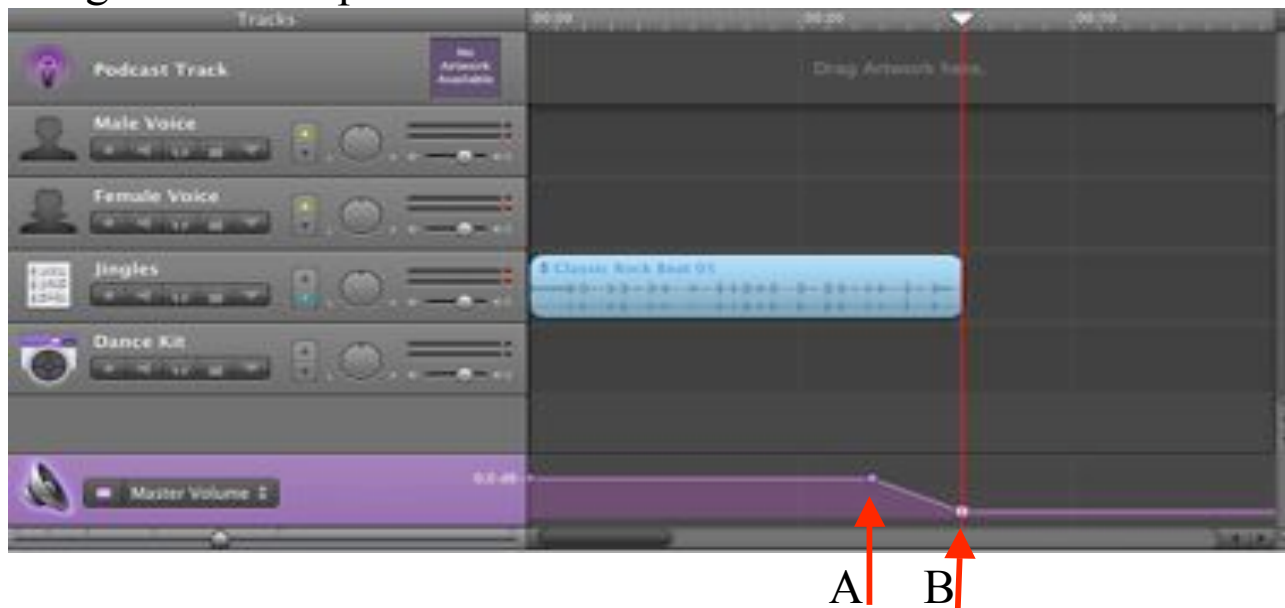
Split a Loop by clicking on the loop to select it. Place your playhead at the spot you want the loop to split. Go to **Edit** in the top menu bar and select Split



Volume

There are a couple of ways to adjust the volume or fade-out on your track or entire podcast.

Manually Fade-Out - If you want to manually Fade-out your podcast you need to have the Master Track showing. If the Master Volume is not showing at the bottom of your Timeline go up to **Track** in the top menu and select Show Master Track. This is where you can adjust the volume of the entire podcast. Click on the top of the volume level where you want the volume to start fading (A). Click again where you want the fade to end (B). Drag the second point to the bottom of the track.



Automatic Fade Out – Fade Out is found under **Track**. You can easily add a fade-out to the end of a podcast. When you fade-out, four control points are added to the master track for the podcast. The first control point is 10 seconds before the end of the last loop, the second at 7 seconds, the third at 4 seconds, and the fourth at the end of the last loop. To have GarageBand fade-out your podcast go to Track in the top menu and select Fade-Out. You can also adjust these control points in the Master Volume track.

To adjust the volume on an individual track you can raise and lower the volume with the volume control.



To fade-in or fade-out an individual track, click on the arrow. The Track Volume will appear, adjust the fade the same as you would with the Master Volume.



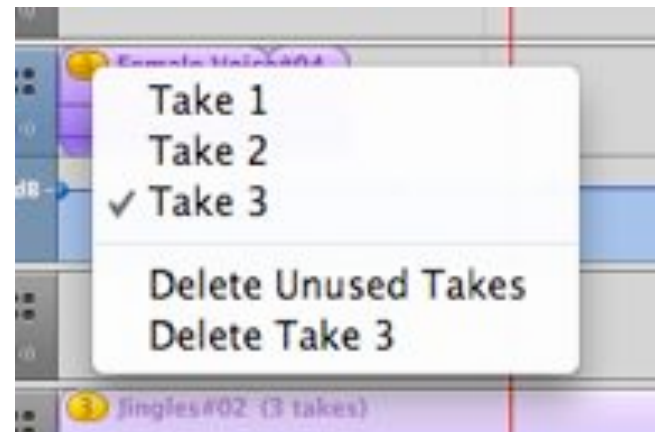
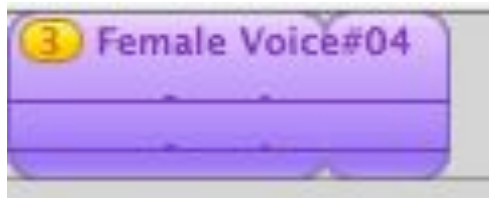
Recording Multiple Takes – You can do multiple takes or versions in GarageBand . To record multiple takes click on the Cycle Button.



Then move or resize the Yellow line that appears in a new track at the top of the podcast- it should cover the area where you are going to record your takes.



Click the track header of the track you want to record on. Start recording. Each take will take the playhead to the beginning of your selected cycle. When you finish recording, a number appears at the end of the Loop's name, that is the number of takes. A circled number in the upper-left corner shows the current take. Click on the circled number to select the active take and delete takes.



Exporting – When your podcast is complete you will want to export it. To send your podcast to iTunes:

Make sure your Podcast Track is showing. Choose Share > “Send Podcast to iTunes.” Choose a compression format from the Compress Using pop-up menu. You can choose either MP3 or AAC compression. Enhanced podcasts must be compressed as AAC files. Choose an audio quality setting from the Audio Settings pop-up menu. When you choose a setting, information appears below the menu describing the intended use for that setting. Click Share.

To send your podcast to iWeb:

Make sure your Podcast or Movie Track is showing. Choose Share > “Send Podcast to iWeb.” Choose a compression format from the Compress Using pop-up menu. You can choose either MP3 or AAC compression. Enhanced podcasts must be compressed as AAC files. Choose an audio quality setting from the Audio Settings pop-up menu. When you choose a setting, information appears below the menu describing the intended use for that setting. Click Share.

You can also send your podcast to by choosing Export to Disk. You can choose where it is saved.

Embedding

To add a GarageBand podcast to your iWeb website:

In GarageBand, create the project and add features to your podcast if you want—artwork, web addresses (URLs), chapter titles, and so on. Choose Share > “Send Podcast to iWeb.” iWeb adds the podcast to your existing podcast page as its own entry. If you don’t have a podcast page, iWeb creates one for you. If you have more than one, you can choose which one to add the podcast to. Republish your website by clicking the Publish Site button in the toolbar at the bottom of the iWeb window.

To add a GarageBand podcast to your Rapidweaver website:

In GarageBand, create the project and add features to your podcast if you want—artwork, web addresses (URLs), chapter titles, and so on.

Choose Share > “Export to Disk” Open your Rapidweaver file. Add a Blog Page.

Name your page, then click on the plus sign. On the left click on “Add Podcast” You can choose to enable RSS feed. In the next window select Podcast, then Choose to find your podcast or drag the file to the window. Then click OK. You will be asked to Create a Link. Choose to create a Link. Then click on the name of your podcast in the body of the blog page and choose to Set Link. You can type a description in that page. Then Publish.